

CHAPTER 1
DESCRIPTION OF ORGANIZATION
[Prior to 7/13/88, see Architectural Examiners, Board of[80]]

193B—1.1(544A,17A) Duties. The board shall enforce the provisions of Iowa Code chapter 544A and shall maintain a roster of all registered architects and a roster of all business entities authorized to practice architecture in the state.

1.1(1) *President.* The president shall preside at all meetings, shall appoint all committees, shall sign all certificates, and shall otherwise perform all duties pertaining to the office of the president.

1.1(2) *Vice president.* The vice president shall, in the absence or incapacity of the president, exercise the duties and possess the powers of the president. The vice president shall sign all certificates.

1.1(3) *Secretary.* The secretary shall sign all certificates.

1.1(4) *Administrative secretary.* The division may employ an administrative secretary who will maintain all necessary records of the board and perform all duties in connection with the operation of the board office. The division administrator or designee shall sign vouchers for payment of board obligations.

193B—1.2(544A,17A) Office of the board. The mailing address of the board shall be: Iowa Architectural Examining Board, 1918 S.E. Hulsizer, Ankeny, Iowa 50021.

193B—1.3(544A,17A) Meetings. Meetings of the board are regularly scheduled for the second Tuesday of January, March, May, July, September, and November. Meetings may be postponed, canceled, or rescheduled by the president for the convenience of the board. Board members shall be informed of meetings by the administrative secretary in writing at least one week before the scheduled date of the meeting.

193B—1.4(544A,17A) Certificates. Certificates issued to successful applicants shall contain the registrant's name, state registration number and the signatures of the board president, vice president and secretary. All registrations are renewable biennially on July 1, with registrants whose last names begin with the letters A-K renewing in even-numbered years and registrants whose last names begin with the letters L-Z renewing in odd-numbered years. All registrants will receive a notice of renewal and a notice of certification of current registration.

1.4(1) A person who fails to renew the certificate of registration by the expiration date, but does so within 30 days following its expiration date, shall be allowed to do so.

1.4(2) The board shall give notice by certified mail, return receipt requested, to the holder of a certificate of registration who has failed to renew. The certificate of registration may be reinstated in accord with rule 193B—2.3(544A,17A).

193B—1.5(544A,17A) Definitions. The following definitions apply as used in Iowa Code chapter 544 and rules of the architectural examining board, unless the context otherwise requires.

“Accessory buildings” means one or more buildings separate from, but accessory to, a main building, including, but not limited to, a garage or storage building serving a main building.

“Agricultural building” means a structure designed to house farm implements, hay, grain, poultry, livestock or other horticulture products. This structure shall not be a place of human habitation or a place of employment where agricultural products are processed or treated or packaged; nor shall it be a place used by the public.

“Alter” or *“alteration”* means any change, addition or modification in construction or occupancy.

“*Basement*” means any floor level below the first story in a building, except that a floor level in a building having only one floor shall be classified as a basement unless such floor level qualifies as a first story as defined herein.

“*Commercial*” and “*Commercial use*” mean a building used for the buying, selling or exchange of goods and services, including gasoline service stations; garages where no repair work is done except exchange of parts and maintenance requiring no open flame, welding or use of Class I, II or III-A liquids; drinking and dining establishments having an occupant load of less than 50; wholesale and retail stores; office buildings; printing plants; factories and workshops using material not highly flammable or combustible; paint stores without bulk handling; and buildings or portions of buildings having rooms used for educational purposes beyond the twelfth grade, with fewer than 50 occupants in any room. Commercial does not include the other uses described herein: accessory buildings, factory-built buildings, governmental, industrial, light industrial, places of assembly, warehouses, educational, institutional, and residential.

“*Contact hour*” means one continuous instructional hour spent in either structured educational activities or individually planned educational activities intended to increase the architect’s knowledge and competence in public protection subjects and related practice subjects.

“*Dwelling unit*” means any building or portion thereof which contains living facilities, including provisions for sleeping, eating, or cooking and sanitation for not more than one family, or a congregate residence for ten or fewer persons.

“*Educational use*” means a building used for educational purposes through the twelfth grade for more than 12 hours per week or more than 4 hours in any one day, and any building used for day-care purposes for more than six children.

“*Factory-built buildings*” means buildings which have been designed, engineered, fabricated and wholly or partly assembled in a manufacturing facility for assembly and installation on a building site. A preengineered building utilizing standard building components assembled on the building site is not considered a “factory-built” building. Such factory-built buildings, in order to qualify for the exception established by Iowa Code section 544A.18, must either:

1. Not exceed limitations on size or use established by Iowa Code section 544A.18, or
2. The seal applied by a professional engineer or architect shall apply to the entire assembly, not a specific element of the assembly.

“*Family dwelling unit*” is any building or portion thereof which contains living facilities, including provisions for sleeping, eating, cooking and sanitation, for not more than one family.

“*Governmental use*” means a building or portion of a building owned or occupied by a municipal, county, state, federal, or other public agency including, but not limited to, municipal fire and police stations and libraries.

“*Gross floor area*” means the aggregate floor area of an entire building enclosed by and including the surrounding exterior walls, and including the aggregate total area of existing, new and additional construction which is physically connected by enclosed space. Basements and below-grade spaces shall be included when calculating gross floor area regardless of the use of such space.

“*Habitable space (room)*” means a space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet compartments, closets, halls, storage or utility space, and similar areas are not considered habitable space.

“*Individually planned educational activities*” means educational activities in which the teaching methodology primarily consists of the architect personally addressing public protection subjects or related practice subjects which are not systematically presented by others, including reading or writing articles on such subjects, studying or researching building types, designs or building systems, rendering services to the public, advancing the profession’s and the public’s understanding of the practice of architecture and the like.

“Industrial use” means a building used for the manufacturing, fabrication, or assembly of goods or materials, including aircraft hangars where no repair work is done except exchange of parts and maintenance requiring no open flame, welding, or the use of Class I or II liquids; open parking garages; helistops; ice plants; power plants; pumping plants; cold storage and creameries; and factories and workshops using noncombustible and nonexplosive materials.

“Institutional use” includes nurseries for the full-time care of children under the age of six accommodating more than five persons, hospitals, sanitariums, nursing homes, homes for children six years of age or over accommodating more than five persons, mental hospitals, mental sanitariums, jails, prisons, reformatories, and buildings where personal liberties of inmates are similarly restrained.

“Issuance” means the date of mailing of a decision or order or the date of delivery if service is by other means unless another date is specified in the order.

“Light industrial buildings” means buildings used solely to house an industrial use, not more than one story in height and not exceeding 10,000 square feet in gross floor area, or not more than two stories in height and not exceeding 6,000 square feet in gross floor area.

“NCARB Handbook for Interns and Architects” means the most current edition of a document by the same title published by the National Council of Architectural Registration Boards. The document outlines the requirements for examination and registration as an architect and is available through the National Council of Architectural Registration Boards, 1735 New York Avenue N.W., Washington, D.C. 20006, the Iowa Architectural Examining Board or the state law library.

“Nonstructural alterations” means modifications to an existing building which do not include any changes to structural members of a building, or do not modify means of egress, handicap accessible routes, fire resistivity or other life safety concerns.

“Not engaged in active practice” means that an architect is not engaged in the practice of architecture or earning monetary compensation from the providing of professional architectural services in any licensing jurisdiction of the United States or a foreign country.

“Occupancy” means the purpose for which a building, or part thereof, is used or intended to be used.

“Office use” means a building housing a commercial use.

“Official copy” means final technical submission for purposes of required approvals.

“Outbuildings” has the same meaning as “accessory buildings.”

“Place of assembly of people or public gathering” means a building or a portion of a building used for the gathering together of 50 or more persons for such purposes as deliberation, education, instruction, worship, entertainment, amusement, drinking or dining or awaiting transportation.

“Proposed decision” means the presiding officer’s recommended findings of fact, conclusions of law, decision, and order on a contested case in which the board did not preside.

“Public protection subjects” means technical and professional subjects which the board deems appropriate to safeguard directly the public’s health, safety and welfare. Such subjects include building design, environmental or land use analyses, life-safety, architectural programming, site and soils analyses, accessibility, structural systems considerations, lateral forces, building codes, evaluation and selections of building systems, products or materials, construction methods, contract documentation, construction administration and the like.

“Related practice subjects” means technical and professional subjects other than public protection subjects which the board deems appropriate to safeguard indirectly the public’s health, safety and welfare. Such subjects include building cost analysis, construction contract negotiation, construction phase office procedures, project management, review of state registration laws including rules of professional conduct and the like.

“Residential use” includes hotels, apartment houses, dwellings, and lodging houses.

“Retired from active practice” has the same meaning as “not engaged in active practice.”

“Story” means that portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of the building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor level directly above a usable or unused under-floor space is more than 6 feet (1829 mm) above grade for more than 50 percent of the total perimeter or is more than 12 feet (3658 mm) above grade at any point, such usable or unused under-floor space shall be considered a story.

“Story, first” means the lowest story of a building which qualifies as a story, as defined herein, except that the floor level in a building having only one floor level shall be classified as a first story, provided such floor is not more than 4 feet (1219 mm) below grade for more than 50 percent of the total perimeter, or not more than 8 feet (2438 mm) below grade at any point.

“Structural members” consists of building elements which carry an imposed load of weight and forces in addition to their own weight, including but not limited to loads imposed by forces of gravity, wind, and earthquake. Structural members include, but are not limited to, footings, foundations, columns, load-bearing walls, beams, girders, purlins, rafters, joists, trusses, lintels, and lateral bracing.

“Structure” means that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

“Structured educational activities” means educational activities in which the teaching methodology consists primarily of the systematic presentation of public protection subjects or related practice subjects by qualified individuals or organizations including monographs, courses of study taught in person or by correspondence, organized lectures, presentations or workshops and other means through which identifiable technical and professional subjects are presented in a planned manner.

“Warehouses” and *“warehouse use”* mean a building used for the storage of goods or materials.

These rules are intended to implement Iowa Code sections 544A.5, 544A.8 to 544A.10, and 272C.4.

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